



Columbus Civil Service Commission
50 West Gay Street, Room 600
Columbus, Ohio 43215

Request for Public Records

In order to review personnel files or any other public records on file with the Civil Service Commission, please complete the information requested below.

- ☐ I would like to review the personnel file for the following current or former City of Columbus employee(s).

Full Name: _____

- ☐ I would like to review the following records on file with the Civil Service Commission.

Please Note: Preparation may be required prior to providing certain documents which include information protected by law (e.g. social security numbers). You may provide contact information below so that we can notify you when your request is ready. Otherwise, you may call 645-8369 to check the status of your request.

Name (please print): _____

Daytime Telephone Number: _____

If you request copies of records be made, the cost is \$.05 per page.

**PLEASE SUBMIT THIS FORM TO: CIVIL SERVICE COMMISSION
EXECUTIVE DIRECTOR'S OFFICE
50 W. GAY STREET, ROOM 500**

For Civil Service Commission Use Only

Records Request Completed by: _____ Date: _____

Copy Charges Paid: _____ Received By: _____ Date: _____

PROVIDE REQUESTING PARTY WITH FORM A17 WHEN THIS FORM IS SUBMITTED